

SITE AREA INDUCTION FORM

SITE: _____

DATE: _____

INDUCTION LEAD: _____

We want our sites and vessels to be one of the safest places that you can be right now.

Every site is putting in new ways of working under Alert Level 4 to keep you safe.

You must follow all site rules as per this training and sign this form to say you understand.

	<p>Getting to Work</p> <ul style="list-style-type: none"> Follow public transport rules If you carpool to work with someone you don't live with, sit diagonally. ONLY 2 people per car. Don't stop – go straight home/work Arrive no more than 10mins 		<p>Meal Breaks</p> <ul style="list-style-type: none"> Fully wash and dry hands or sanitise before you eat and after you eat Keep at least 2 metres apart Do not share food or cutlery
<p>before start of shift</p>			
	<p>Clocking in</p> <ul style="list-style-type: none"> Fully wash and dry hands or sanitise before and after clocking in Sanitise keypad/clock in station after use Keep at least 2 metres apart 		<p>Shift Breaks</p> <ul style="list-style-type: none"> Fully wash and dry hands or sanitise before and after Keep at least 2 metres apart
	<p>Changing Rooms</p> <ul style="list-style-type: none"> Entry controls in place. Follow the signs on the door Store clothes and shoes in lockers/bags Keep at least 2 metres apart 		<p>Bathrooms</p> <ul style="list-style-type: none"> Entry controls in place. Follow the signs on the door Keep at least 2 metres apart at all times
	<p>1 Metre Distancing – while at work</p> <ul style="list-style-type: none"> Keep at least 1 metre apart PPE plus mask and gloves must be worn if working under 2 metres 		<p>Toilet Breaks</p> <ul style="list-style-type: none"> Fully wash and dry hands or sanitise Keep at least 2 metres apart at all times
	<p>Washing Hands</p> <ul style="list-style-type: none"> Wash and dry hands, between fingers and backs of hands 20 seconds wash with soap 20 seconds to dry 		<p>Clocking Out</p> <ul style="list-style-type: none"> Fully wash and dry hands or sanitise before and after clocking out Keep at least 2 metres apart Leave the site within 10mins of finishing your shift
	<p>Do Not Touch Your Face</p> <ul style="list-style-type: none"> If wearing a facemask, eye or beard protection wash your hands before and after adjusting your mask 		<p>Going Home</p> <ul style="list-style-type: none"> Follow public transport rules If you carpool home someone you don't live with, sit diagonally. ONLY 2 people per car. Wash hands when you get home Change and wash your clothes
	<p>Coughing or Sneezing</p> <ul style="list-style-type: none"> Cough or Sneeze into your elbow Change your outer plastic overall or change your plastic arm guard if you cough or sneeze into your elbow Wash hands before working again 		<p>Sick at Home</p> <ul style="list-style-type: none"> Stay home if you or family at home are COVID-19 sick Contact Supervisor/Manager Call your doctor before visiting them

I understand and will follow these rules.

Full Name: _____

Date: _____

Signature: _____